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Introduction to the G.A.B. Canvass Reporting System

The G.A.B. Canvass Reporting System is an online database where county clerks enter their canvass results after each election. After Election Day, when the official canvass has been completed, county clerks may upload electronic results from a file generated by their voting machines, or they may enter canvass results by hand. Clerks may also export files from the G.A.B. Canvass Reporting System if desired. A signed Certification Report printed from the Canvass System must be delivered to the G.A.B. by 5:00pm, one week after Election Day.

Overview

This chapter is meant to be an in-depth description of all of the available features in the G.A.B. Canvass Reporting System. However, for county clerks who enter the canvass results, the process boils down to three major steps:

1) Run the Pre-Election reports to discover any errors in the election setup. Fix those errors.

2) Enter canvass results manually or upload them from a file. Verify those results.

3) Print the Federal/State Office Certification Report for the G.A.B., have it signed, and send it to the G.A.B.

Key Terms

Reporting Unit: Following each election, municipal clerks report the results of the election to their county clerk. These results need to be reported by a specific ward or group of wards. The ward or combination or wards by which clerks report their election results to the county are called reporting units. Some municipalities' reporting unit is the entire municipality. Some municipalities have multiple reporting units made up of different combinations of wards. All municipalities with a population of over 35,000 have one reporting unit for each ward.

Reporting units are entered into SVRS, and must match the reporting units programmed into a municipality's voting machines. This will allow any results imported into the Canvass System to be correctly matched up with the corresponding reporting unit. For information on setting up reporting units in SVRS, see the Election Setup chapter.

Upload means to import or bring in data. For example, you may upload a results file from your voting equipment into the Canvass System.

Download means to export or print out data. For example, after you have uploaded a file or manually entered canvass results, you may choose to produce an Excel spreadsheet containing that data, and print it out or post it on your website.

Logging In and Basic Navigation

1. To log in to the Canvass System, log into the Citrix Web Interface screen, just as if you were logging into **SVRS**. You will see an icon called **GAB Canvass Reporting System**.

2. Double-click the **GAB Canvass Reporting System** icon to open the Canvass System.
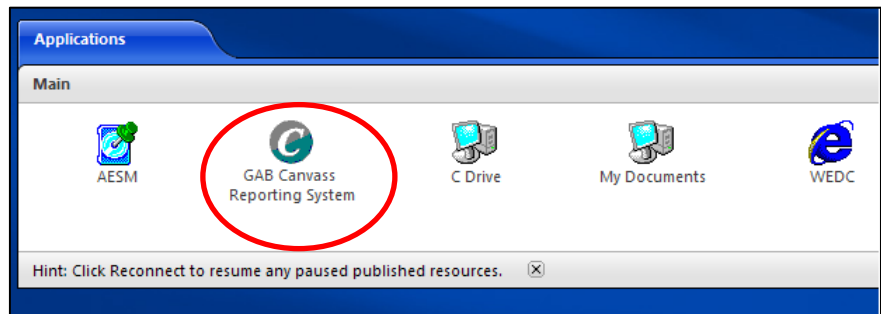
💡 *If you or someone in your office cannot see the **GAB Canvass Reporting System** icon when they log into the Citrix Metaframe page, you must call the GAB Help Desk and have them update that user's Security profile.*

3. When the Canvass System opens, you will see the **Home** page.

a. You may click on **Home** at any time to return to this page.

b. **Data Maintenance** allows you to make changes to Elections, Reporting Units, Contests or Candidates in SVRS and instantly make those changes visible in the Canvass System, rather than having to wait for nightly updates. **It is only available to state-level users.**

c. **Reports** lets you verify your data and print or export it in a variety of formats.

d. **Elections** lets you select the current election, see the results entered so far, and upload or enter data.

e. Click **Logoff** when you wish to exit the system.

💡 *Note the message that says these results are **Unofficial**. Canvass results do not become official until they are certified by the G.A.B. The G.A.B. must have the Federal/State Office Certification Report for the G.A.B. generated out of the Canvass System and signed by the board of canvassers in each county before results are certified. The deadline for certification is two weeks after Election Day.*
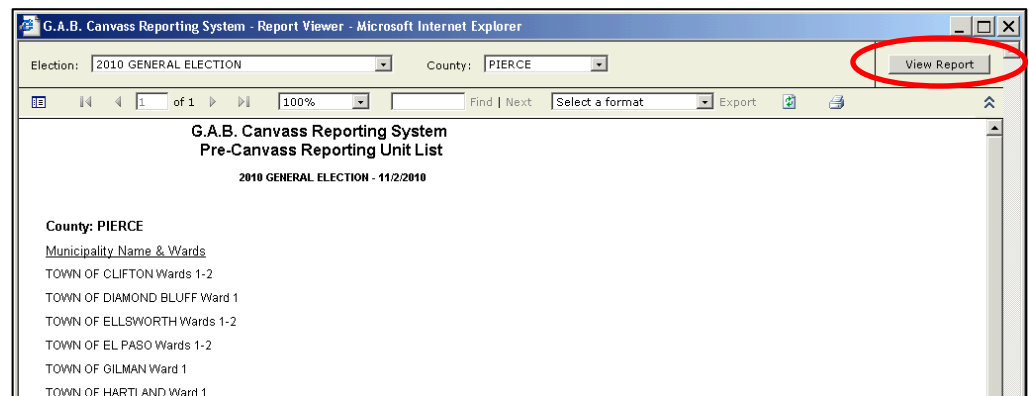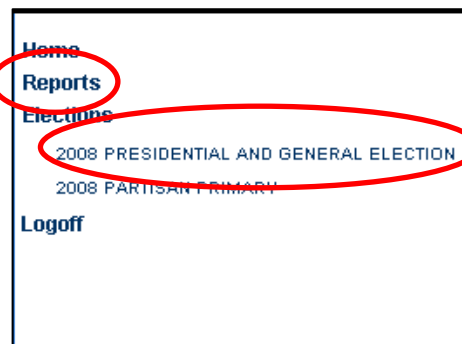
Pre-Election Reports

Before you upload or enter any data, you should first verify that your election, reporting units, contests and candidates are set up correctly. First, you will use the <u>Pre-Canvass Reporting Unit List</u> and the <u>Reporting Unit Exception Report</u> to verify that the reporting units in the Canvass System are correct. Then you will use one of the <u>Election Night Call-In Sheet</u> reports or the <u>Contests By Reporting Unit For County Use</u> report to verify the contests and candidates.

The Pre-Canvass Reporting Unit List

Before working with an election in the Canvass System, the state, county, and municipality must be set to Milestone #2 in SVRS. See the <u>Election Setup</u> chapter for more information on milestones.

1. Under **Elections**, verify that you see the correct election listed. If you do not see the election and you have checked Milestone #2 for your county and municipalities, contact the G.A.B. Help Desk.

2. Click on **Reports**.

3. Select the **Pre-Canvass Reporting Unit List**.

4. Select the correct election from the **Election** drop-down list.

5. Select the correct county from the **County** drop-down list.

6. Click the **View Report** button.

*Note that you may need to expand the screen or use the scroll bar at the bottom of the screen, in order to see the **View Report** button.*

7. This report shows a list of reporting units as they were entered into SVRS for this particular election. Verify that the reporting units listed are correct for your county. If the reporting units are incorrect, you will have to fix them in SVRS. See the <u>Election Setup</u> chapter for more information.

8. Once you have updated the information, your data must be refreshed in the Canvass System. You can wait overnight for this to happen, or contact the G.A.B. Help Desk to get it refreshed manually. If all of the information is correct, continue to the next page.

You may choose to print or export this report – see the <u>Print or Export a Report</u> section of this chapter for more details.

The Reporting Unit Exception Report

Even if all of the reporting units are present and grouped into the correct wards, you should still check to verify that they are named correctly and do not cross district lines (for example, you may not have two State Assembly districts in the same reporting unit.)

1. Under **Elections**, verify that you see the correct election listed. If you do not see the election and you have checked Milestone #2 for your county and municipalities, contact the G.A.B. Help Desk.
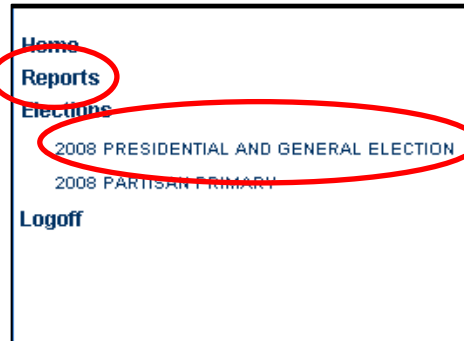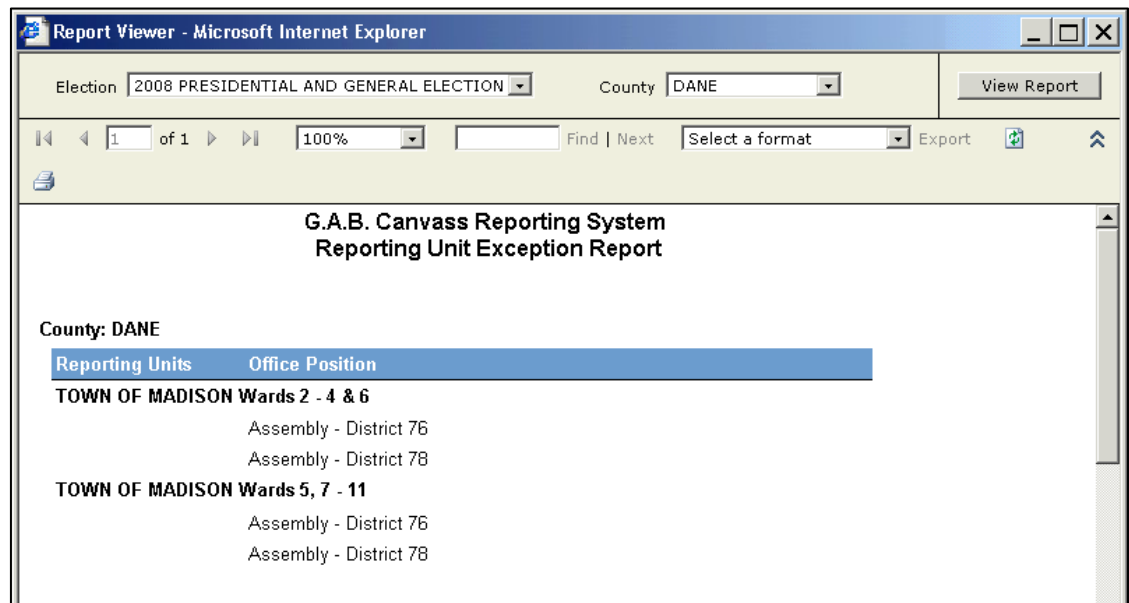
2. Click on **Reports**.

3. Select the **Reporting Unit Exception Report**.
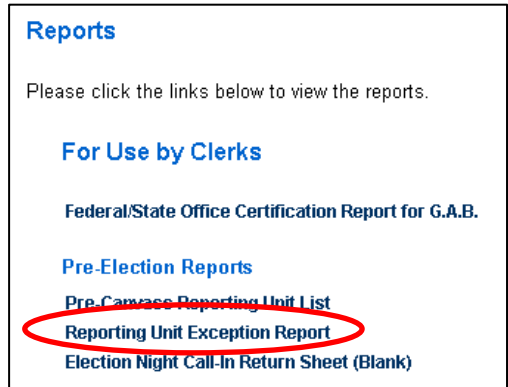
4. Select the correct election from the **Election** drop-down list.

5. Select the correct county from the **County** drop-down list.

6. Click the **View Report** button.

💡 *Note that you may have to expand your screen or use the scroll bar at the bottom of the page to see the **View Report** button.*

7. Examine the report for problems.

   a. Reporting units will violate the rules if they contain more than one Assembly District, as shown above. ***Federal-level or state-level district types like Congressional, State Senate or State Assembly districts should never have more than one district included in a single reporting unit or poll book.*** If the reporting units are incorrect, you will have to fix them in SVRS. See the Election Setup chapter for more information.

b. Reporting Units may also be displayed on this page if all of the districts have not been added into the **Reporting Unit Plan** in SVRS. You must recruit those districts following the directions in the Election Setup chapter.

c. Reporting units may also be displayed if the title of the reporting unit is in the wrong format. Note that as of September 2010, reporting unit names must NOT include the municipality name. For example, **Wards 1-3** is acceptable, but **Town of Lincoln Wards 1-3** is incorrect. You may rename the reporting units in the reporting unit plan, or select a different plan with the names in the correct format. Again, see the Election Setup chapter.

Wards Missing Reporting Units
County: CALUMET

SVRS Municipality Name & Wards
TOWN OF HARRISON Town of Harrison - Ward 1
TOWN OF HARRISON Town of Harrison - Ward 2
TOWN OF HARRISON Town of Harrison - Ward 3
TOWN OF HARRISON Town of Harrison - Ward 4
TOWN OF HARRISON Town of Harrison - Ward 5
TOWN OF HARRISON Town of Harrison - Ward 6
TOWN OF HARRISON Town of Harrison - Ward 7
TOWN OF HARRISON Town of Harrison - Ward 8
VILLAGE OF HILBERT Village of Hilbert - Ward 1
VILLAGE OF HILBERT Village of Hilbert - Ward 2
VILLAGE OF HILBERT Village of Hilbert - Ward 3

Reporting Unit Discrepancies with Naming Standards
County: CALUMET

SVRS Municipality Name & Wards
VILLAGE OF HILBERT VILLAGE OF HILBERT WARDS 1&2

Run 8/27/2010 5:15:18 PM   Page 1 of 2

8. Once you have updated the information in SVRS, you can wait overnight for the data to be refreshed in the Canvass System. If you need the data refreshed immediately, contact the G.A.B. Help Desk.

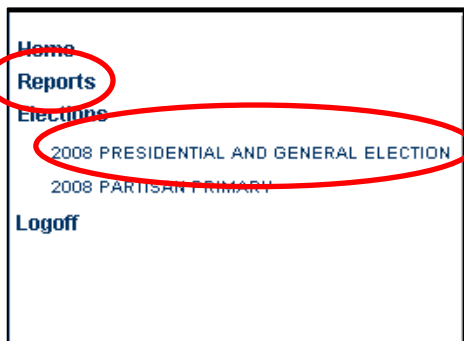9. If there are no reporting units displayed on this report, you may continue on to the next page.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

The Election Night Call In Return Sheets

(Optional) If your municipalities report their results to you by phone, you may wish to print the Election Night Call In Return Sheet (Blank) for each reporting unit and send it along with their poll lists or other documents you give to the municipal clerk. You may also wish to print a copy to keep in your office. This report can also be used to verify that contests and candidate have been entered into SVRS correctly.

1. Under **Elections**, verify that you see the correct election listed. If you have checked Milestone #2 for your county and municipalities, but do not see the election, contact the G.A.B. Help Desk.

2. Click on **Reports**.

3. Click on **Election Night Call in Return Sheet**.

4. Select the correct election from the **Election** drop-down list.

5. Select the **County**.

6. In the **Reporting Unit** drop-down list, select a reporting unit. You may select **ALL** if you wish.

7. Click the **View Report** button.

8. A sample of the report is shown at the right. It is designed so you may collect results by phone or fax quickly and accurately.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details. If you wish to change this report, you may export it to an Excel file and make changes there.
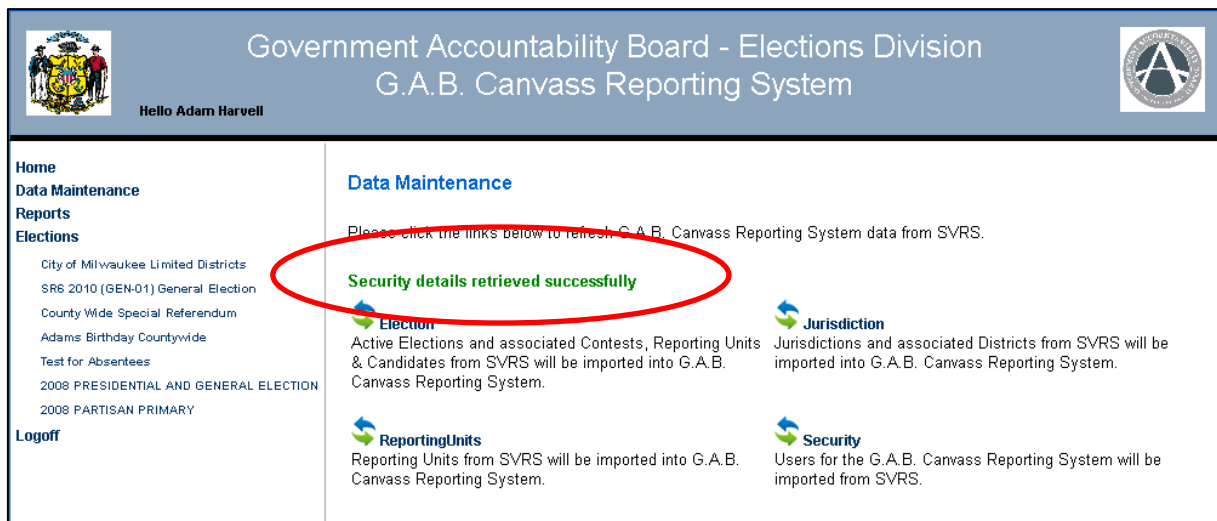
If you wish to verify contests and candidates entered into SVRS, you may also use the Contests By Reporting Unit for County Use report.

The Election Night Call-In Sheet (Worksheet with Totals) is meant for use after the canvass numbers have been entered into the system. You may use it to print or export canvass results organized by municipality in the format you see here.

Data Maintenance

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1. If your election displays correctly, and you have verified your reporting units, contests, and candidates are correct, and all necessary users in your jurisdiction have access to the Canvass System, you may skip this section and proceed to the Data Entry and Upload section.

2. If the Canvass System is not showing the correct data, you will make any necessary changes to SVRS first. See the Pre-Election Reports section above for directions on finding data problems and fixing them.

*Before Election Day, you may use the **Election** option to update contests and candidates after they have been changed in SVRS. However, if it is after Election Day, and you have changed contests or candidates in SVRS, you must use the **Contests/Candidates** option instead.*

3. Changes you make in SVRS will not instantly appear in the Canvass System. The information will be refreshed nightly, so you should see any updates when you log in the next morning. If you do not see the updates you expect, or if you need to see your updates immediately, you may call the GAB Help Desk at 608-261-2028 and have a state-level user refresh the data for you. **Only state-level users will be able to see the Data Maintenance screen, and only state-level users will be able to immediately refresh the data in the G.A.B. Canvass Reporting System.**

    a. The state-level user will click on **Data Maintenance** in the main menu. They will see the screen displayed above.

    b. Depending on the changes that were made, the state-level user will click **Election**, **Jurisdiction**, **ReportingUnits**, **Security,** or **Contests/Candidates** to update that information in the Canvass System.

    c. When the changes are successfully uploaded, the state-level user will see a green message that says "**…details retrieved successfully**."

4. The state-level user will let you know when your data has been refreshed and you can continue on to enter or upload canvass information.

Data Entry and Upload

The G.A.B. Canvas Reporting System will allow for multiple ways of reporting canvass results. Some counties will manually type results into the Canvass System. Others will export the reporting units, contests, and candidates from the Canvass System into an Excel spreadsheet and enter results there, then upload those results into the Canvass System. Others will report results using an LST file or a TXT file produced by their voting machines. The Canvass System is able to accommodate all these methods.

The Canvass Status Screen

1. Under **Elections**, click on the correct election. If you do not see the election, make sure you have inherited the election and checked Milestone #2 in SVRS for your county and municipalities. Contact the G.A.B. Help Desk if you need further assistance.

2. You can control the level of contests you see by clicking **State**, **County**, or **Municipality**.

    - **State** shows only state and federal level contests like Governor, Congressperson, State Senate and State Assembly.

    - **County** shows county level contests like County Clerk, County Supervisor, and School Board Member.

    - **Municipality** shows contests like Mayor, Village Trustee, or Town Supervisor.

3. The **Status Bar** tells you where in the canvass process each jurisdiction is.

    a. The **Total** will include all jurisdictions you are eligible to see. State users will see all 72 counties, county users should see only the counties they have access to in SVRS.

    b. **Not Processed** means no results have been entered. Your canvass will start out here.

    c. **In Process** means some results have been entered, but data entry is not yet complete.

    d. **Verified** means that your jurisdiction has finished entering the results and has sent them to the state for review.

    e. **Certified** means the state has reviewed and certified the results. (Counties and municipalities are able to mark county-level and municipal-level contests as **Certified**.)

    f. If a results set is listed under **Rejected**, the G.A.B. has found a problem and is sending the file back to the county for further review.

*You may also click the **Status Code Legend** to see a list of what the various statuses mean.*

HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION   Status Code Legend

| State | County | Municipality |

| Total (1) | | Not Processed (0) | In-Process (1) | Verified (0) | Rejected (0) | Certified (0) |

Action	County	Current Status	Comments	Last Updated
Verify	ROCK	Recount - In Process	Test Recount	6/22/2010 9:36:39 AM

CANVASS SYSTEM STATUS CODES

· Not Processed - Results are not yet entered.
· In Process - In the process of entering results.
· Verified - County has approved the results.
· Certified - State has reviewed and certified the results.
· Rejected - State rejected the results. Check diary for explanation

4. The **Canvass Record** shows information on the status of the canvass. It also allows you to produce reports, see notes, and verify your results.

    a. Under **Action**, you may **Verify** or **Certify** your results. See the Verification and Certification of Results section for further information.

HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION   Status Code Legend

| State | County | Municipality |

| Total (1) | | Not Processed (0) | In-Process (1) | Verified (0) | Rejected (0) | Certified (0) |

Action	County	Current Status	Comments	Last Updated
Verify	ROCK	Recount - In Process	Test Recount	6/22/2010 9:36:39 AM

    b. Under **County**, the county is listed. State-level users will see all 72 counties. Counties will see only counties that they have SVRS permissions for.

    c. **Current Status** gives the type of canvass record (**Original**, **Military Amendment**, or **Recount**) along with the **Status**.

    d. **Comments** are added by the user when they create a canvass record or change its status.

    e. The **Last Updated** date is displayed.

    f. Finally, three icons are available:

        i. The **Pencil Icon** allows you to open the **Reports** screen. From here, you can run various reports for that specific election and county.

Reports

Election: 2011 SPRING ELECTION
County: BARRON

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports
Pre-Canvass Report Unit List
Reporting Unit Exception Report
Election Night Call-In Return Sheet (Blank)

Post Election Reports
Election Night Call-In Sheet (Worksheet with Totals)
Canvass Report - GAB 106
Contests By Reporting Unit For County Use

For Use by G.A.B.

Canvass Results Report
Ward by Ward Report
County by County Report
Contests By Reporting Unit For State Use
(Export All Contests To Excel)

Close

ii. The **Diary Icon** allows you to view all current and past **Comments**, the user, and the date entered.

iii. The **Upload** Icon allows you to open the **Upload Details** screen for information on files that have been imported into the canvass record. For directions on how to upload a file, see the Uploading a File section.

If you have started to upload a file, and not finished, the Upload Details screen will show a file name In Process. If you click the Upload Icon, it will resume uploading the file where you left off.

Manual Data Entry

Entry by Contest

1. Log in to the Canvass System and select the correct election under **Elections**.

2. Click on the name of your county in the **County** column.

3. Once you have selected the county, you will see the screen displayed above. On the top line, listing **State**, **County**, and **Municipality**, select the level of contest you wish to see.

    - **State** shows only state and federal level contests like Governor, Congressperson, State Senate and State Assembly.

    - **County** shows county level contests like County Clerk, County Supervisor, and School Board Member.

    - **Municipality** shows contests like Mayor, Village Trustee, or Town Supervisor.

*You must report **State**-level contests, **County** and **Municipality**-level offices may also be canvassed using this system, but that is optional.*

4. In the **Contests** drop-down, select the contest you want to edit. This will display all the reporting units in rows and the candidates in columns. You may click in the first open field and begin typing results. Hit **Tab** to move to the next field.

5. As you type, the **Total** displayed on the top and bottom will update.

6. Click the **Save** button whenever you wish to save your work.

7. Click **Save & Next** when you are done entering all data for all the reporting units on one page. You will move to the next blank page. The **Save & Next** button will be disabled when you are on the last screen of reporting units.

8. At the bottom of the screen, you will see a **Total** of the votes cast for each candidate. You may also change the number of **Results** per page. You may display between **10** reporting units and **ALL** of them.

9. You may use the arrow buttons next to the **Contest** drop-down to move to the next or previous contest.

10. Repeat the steps above until all results are entered and correct. Click **Save** after you are finished entering the vote totals. You may move on to the <u>Verification and Certification of Results</u> section.

Entry by Reporting Unit

1. If you wish to enter results for all contests in one reporting unit, instead of results for all reporting units in one contest, follow Steps 1-3 in the previous section to open the **Contests** screen. Then click on the desired **Reporting Unit** name.

2. This will open the **Reporting Unit** screen. All contests and candidates will be listed in rows. You may click into the first open field and begin entering vote totals for all candidates. Use the **Tab** key to move to the next field.

Reporting Unit	BARACK OBAMA/JOE BIDEN (DEM)	JOHN MCCAIN/SARAH PALIN (REP)	
Total	0	0	
TOWN OF AURORA Ward 1	0	0	

Contests 1 of 5 — President of the United States — Save — Save & Next — Download

3. When you have finished entering results for the reporting unit, click the **Save** button. If there are multiple screens for this reporting unit, you may click **Save & Next** to save one screen and move to another.

4. When you have finished with one reporting unit, choose the next reporting unit out of the **Reporting Unit** drop-down list, or use the **arrow buttons** to move to the next or previous reporting unit.

Reporting Unit 1 of 27
TOWN OF AURORA Ward 1
Save — Save & Next
Election Night Call In Return sheet   Result Set: Original

President of the United States

Candidate Name	Vote
BARACK OBAMA/JOE BIDEN (DEM)	0
JOHN MCCAIN/SARAH PALIN (REP)	0
CYNTHIA MCKINNEY/ROSA CLEMENTE (WIG)	0
BOB BARR/WAYNE ROOT (LIB)	0
BRIAN MOORE/STEWART ALEXANDER (IND)	0
GLORIA LARIVA/ROBERT MOSES (IND)	0
RALPH NADER/MATT GONZALEZ (IND)	0
CHUCK BALDWIN/DARRELL CASTLE (IND)	0
JEFFREY WAMBOLDT/DAVID KLIMISCH (IND)	0
SCATTERING	0

Congressional - District 7

Candidate Name	Vote
DAVID OBEY (DEM)	0
DAN MIELKE (REP)	0
SCATTERING	0

5. Repeat the steps above until all results are entered and correct. Click **Save** after you are finished entering the vote totals. You may move on to the <u>Verification and Certification of Results</u> section.
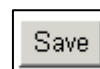
Downloading a File for Data Entry

In the past, some counties have pasted canvass results into an Excel spreadsheet and sent that file to the G.A.B. as part of their canvass totals. If you wish, you may download a file from the Canvass System and open it in Excel. All of the contests, candidates, and reporting units will appear, so you may type or paste the canvass results there. Then you can upload the file back into the canvass system so your results will be available to the G.A.B. Please note that you may only download one contest at a time, so this method requires multiple repetitions of downloading a file, pasting the results, and uploading the file.

1. Log in to the Canvass System and select the correct election under **Elections**.

2. Click on the name of your county in the **County** column.

3. Select the level of contest. **State** is the default. Canvassing county level and municipal level contests is optional – you do not have to pick **County** or **Municipality** if you are not canvassing those offices.

4. Under **Contests**, select the desired contest name.
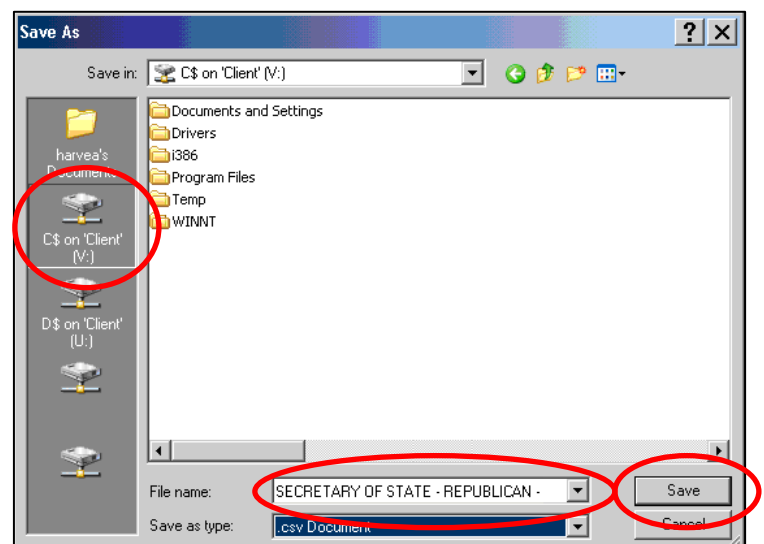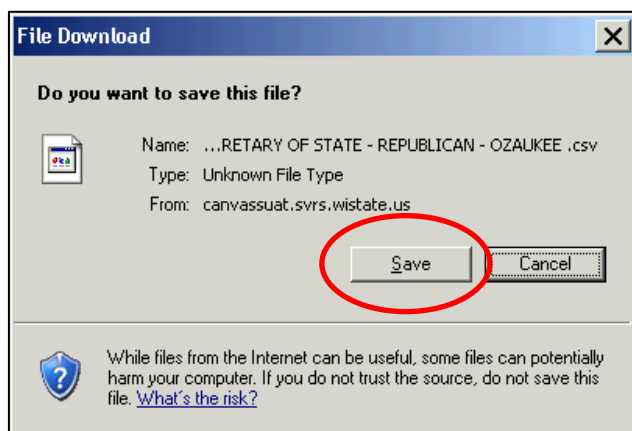
5. Click **Download**.

6. The **File Download** dialog box will appear asking you **Do you want to save this file?** Click the **Save** button.

7. The **Save As** dialog box will then appear. Select the desired drive in the **Save In** drop-down list. You may accept the **File name** or edit it. Then click the **Save** button.

8. The **Download complete** dialog box will appear. If you click **Open**, you will see a file in the **Notepad** viewer in CSV format that the Canvass System has created. Since you will open this in an Excel spreadsheet later anyway, you can click **Close**.

9. Open a blank Excel spreadsheet and choose **File** and **Open**.

10. When the **Open** dialog box appears, browse to find your file, click on it, and click on the **Open** button.
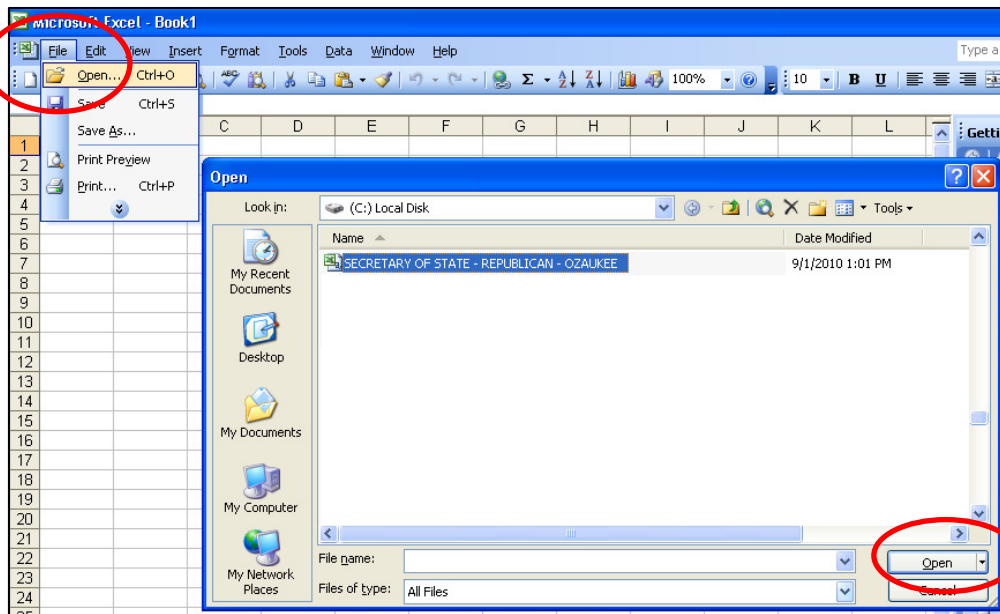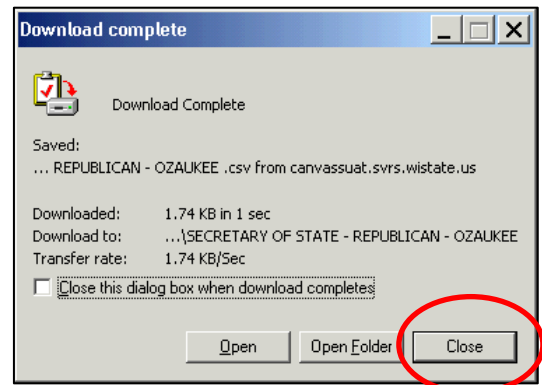
11. When the file opens, the columns will all be pushed together on the left hand side. To fix this:

    a. First click on the corner between **Column A** and **Row 1**. The entire sheet will be selected and turn light blue.

    b. Then go to the **Format** menu and chose **Column** and **AutoFit Selection**.
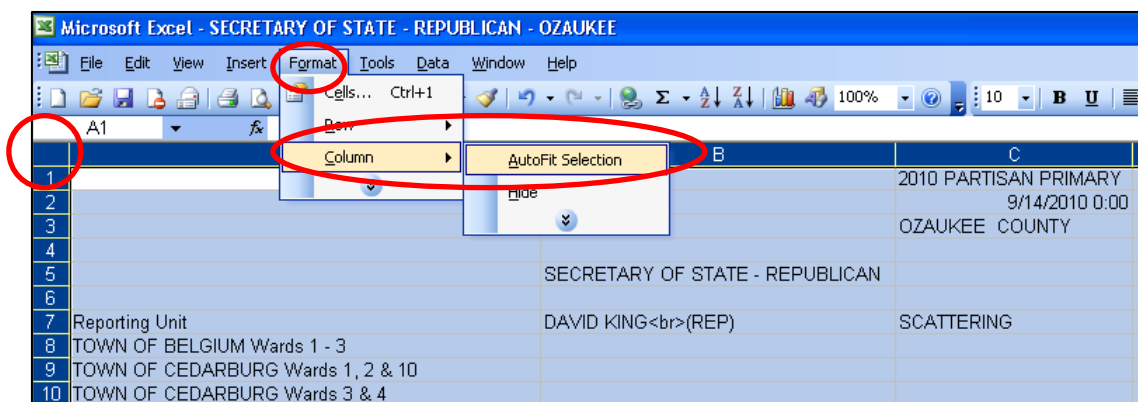
12. Open your file with raw numbers in another Excel spreadsheet. Select the correct numbers for this contest. Use **Control-C** or **Edit** and **Copy** to copy those results.

13. In the file with contests and reporting units, click in the proper cell and use **Control-V** or **Edit** and **Paste** to paste in the raw numbers.

You may also choose to enter the numbers directly into the Excel spreadsheet.

14. Once you have verified that the results correctly match up with the candidates and reporting units, **Save** the file.

15. You will follow the directions in the Uploading a CSV File section to bring these results back into the Canvass System.

Uploading a File

Different types of voting machine software will produce files that you can upload into the Canvass System. The LST can be produced directly by voting software. If you use GEMS software, you can download and install XPS printer software that will print GEMS results to an XPS file. Either an LST or an XPS file can be uploaded by following the directions below.

There are certain options you have when setting up the LST or XPS file. Make sure that only include vote totals only for contests and candidates that you will be canvassing.
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- You may have an option to include the total number of votes cast for all contests. Eliminate that line from your file.

- Also eliminate any straight-party totals for partisan elections.

- If you are not canvassing municipal-level offices, or using the canvass system to report the results, you should not include municipal-level offices in your file.

- If you are not canvassing county-level offices, or using the canvass system to report the results, you should not include county-level offices.

Uploading an LST or XPS File

1. First, you must obtain the LST or XPS file produced by your tabulating machine. You may save the file to the C: drive on your local computer, or save it to a USB Flash Drive and plug that into your computer instead. If you use a USB Flash Drive, you should plug it into your computer before you log into the Citrix Login screen to ensure that the Canvass System will be able to see the correct drive.

2. Log in to the Canvass System and select the correct election under **Elections**.

3. Click on the name of your county in the **County** column.

4. Click the **Browse** button in the upper right. That will open the **Choose file** screen displayed below.

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D$** in this example). A USB Flash drive might be labeled **E$**.

6. Click on the correct file. It will appear in the **File name** field.

7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.

8. Click the **Upload** button.

9. Sometimes contests will not have the same name in SVRS that they have in the LST or XPS file you uploaded. In that case, you will have to manually select the matching contests from the **Contest in Canvass** drop-down list.

10. When all of the desired contests have been correctly matched, click the **Map Contest** button.

You must map all state-level contests, but since county and municipality-level offices are optional, you do not have to map them if you are not going to canvass them using this system.

11. Sometimes reporting units will not have the same name in SVRS that they have in the LST or XPS file. In that case, you will have to manually select the matching reporting units from the **Reporting Unit in Canvass** drop-down list.

12. When all of the reporting units have been correctly matched, click the **Map Reporting Unit** button.

*You must map all reporting units in order for the canvass to work properly. Note that you do not have to map them all at once. You may select one or a few reporting units, and then click **Map Reporting Unit**. The ones you matched will disappear and you will have a smaller list.*

13. After you have mapped your last reporting unit, the results will upload into the Canvass System. You should see a message that **The results from the uploaded file saved successfully**. You should spot check your totals and a few reporting units. If your numbers look correct, click **Save**. You can move on to the Verification and Certification of Results section.

Election:	2009 SPRING ELECTION (4/7/2009)
County:	WAUKESHA
Status:	In Process
Result Set:	Original

Contests 1 of 6

State Superintendent of Public Instruction
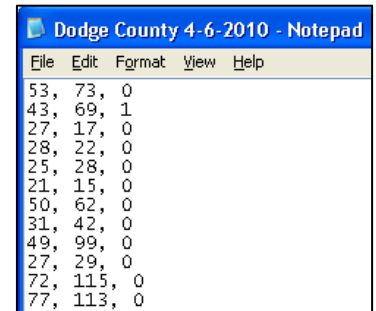
Save   Save & Next   Download
The results from the uploaded file saved successfully.

Result Set: Original

Reporting Unit	ROSE FERNANDEZ (NP)	TONY EVERS (NP)	SCATTERING
Total	29,616	22,486	35
TOWN OF BROOKFIELD Wards 1 & 4	76	51	0
TOWN OF BROOKFIELD Wards 2 & 8	59	29	0
TOWN OF BROOKFIELD Wards 3 & 6	162	100	0
TOWN OF BROOKFIELD Wards 5 & 7	120	72	0

Uploading a TXT File

Uploading a TXT file does not immediately import your results into the Canvass System. Instead, the Canvass System takes your raw numbers and combines them together with the contests, candidates, and reporting units in a CSV file. You will then upload the CSV file into the Canvass System.

1. First, you must obtain the TXT file produced by your tabulating machine. A TXT file is nothing but raw numbers separated by commas, and should look like the sample file at the right. You may save the file to the C: drive on your local computer, or save it to a USB Flash Drive and plug that into your computer instead. If you use a USB Flash Drive, you should plug it into your computer before you log into the Citrix Login screen to ensure that the Canvass System will be able to see the correct drive.

2. Log in to the Canvass System and select the correct election under **Elections**.

3. Click on the name of your county in the **County** column.

4. Click the **Browse** button in the upper right. That will open the **Choose file** screen displayed below.

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D$** in this example). A USB Flash drive might be labeled **E$**.

6. Click on the correct file. It will appear in the **File name** field.

7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.

8. Click the **Upload** button.

9. The **File Download** dialog box will appear asking you **Do you want to save this file?** Click the **Save** button.

File Download

Do you want to save this file?

Name: 2010 PARTISAN PRIMARY - DODGE .csv
Type: Unknown File Type
From: canvassuat.svrs.wistate.us

[Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not save this file. What's the risk?

Save As

Save in: C$ on 'Client' (V:)

Documents and Settings
Drivers
i386
Program Files
Temp
WINNT

File name: 2010 PARTISAN PRIMARY - DODGE [Save]
Save as type: .csv Document [Cancel]

10. The **Save As** dialog box will then appear. Select the desired drive in the **Save In** drop-down list. You may accept the **File name** or edit it. Then click the **Save** button.

11. The **Download complete** dialog box will appear. If you click **Open**, you will see a file in CSV format that the Canvass System has created.

A sample file is shown below. Note that the raw numbers have been matched up with the contests, candidates and reporting units from the Canvass System. You should spot check this file and verify that the correct results have been matched with each contest and reporting unit.

Download complete

Download Complete

Saved:
...TISAN PRIMARY - DODGE .csv from canvassuat.svrs.wistate.us

Downloaded: 114 KB in 2 sec
Download to: ...\2010 PARTISAN PRIMARY - DODGE .csv
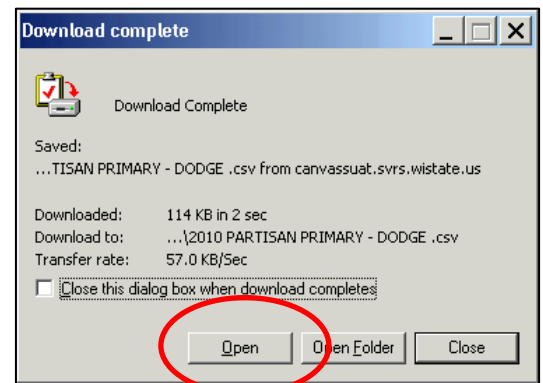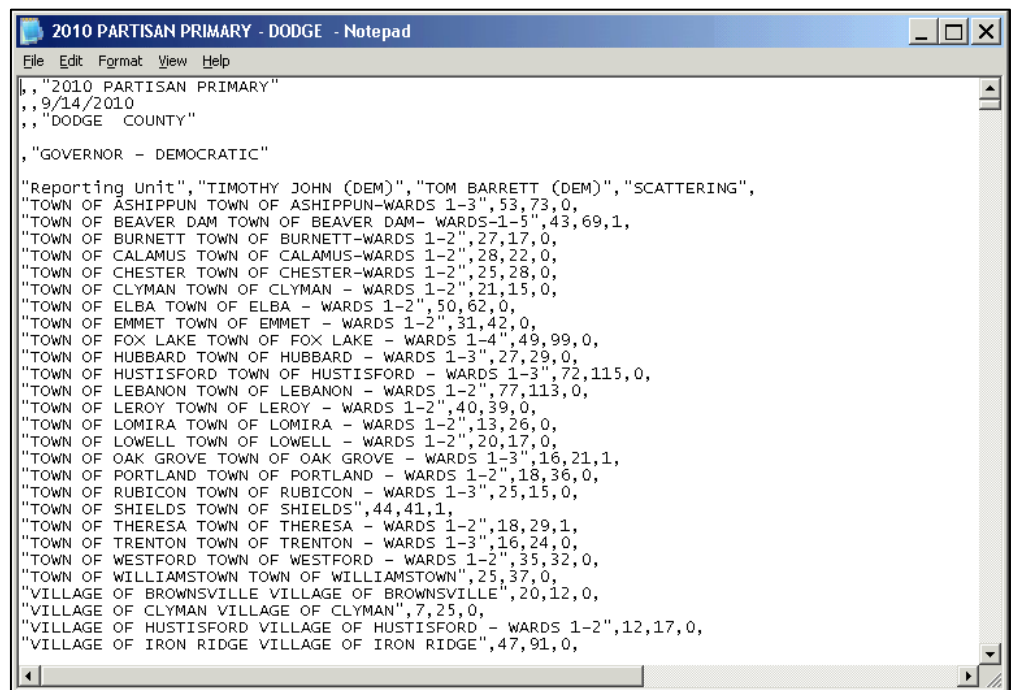Transfer rate: 57.0 KB/Sec

☐ Close this dialog box when download completes

[Open] [Open Folder] [Close]

12. Once you have verified that the CSV file has correctly matched the raw numbers with the contests and reporting units, you may proceed to upload the CSV file into the Canvass System. Continue on to the next section, Uploading a CSV File.

2010 PARTISAN PRIMARY - DODGE - Notepad

File Edit Format View Help

```
,,"2010 PARTISAN PRIMARY"
,,9/14/2010
,,"DODGE   COUNTY"

,"GOVERNOR - DEMOCRATIC"

"Reporting Unit","TIMOTHY JOHN (DEM)","TOM BARRETT (DEM)","SCATTERING",
"TOWN OF ASHIPPUN TOWN OF ASHIPPUN-WARDS 1-3",53,73,0,
"TOWN OF BEAVER DAM TOWN OF BEAVER DAM- WARDS-1-5",43,69,1,
"TOWN OF BURNETT TOWN OF BURNETT-WARDS 1-2",27,17,0,
"TOWN OF CALAMUS TOWN OF CALAMUS-WARDS 1-2",28,22,0,
"TOWN OF CHESTER TOWN OF CHESTER-WARDS 1-2",25,28,0,
"TOWN OF CLYMAN TOWN OF CLYMAN - WARDS 1-2",21,15,0,
"TOWN OF ELBA TOWN OF ELBA - WARDS 1-2",50,62,0,
"TOWN OF EMMET TOWN OF EMMET - WARDS 1-2",31,42,0,
"TOWN OF FOX LAKE TOWN OF FOX LAKE - WARDS 1-4",49,99,0,
"TOWN OF HUBBARD TOWN OF HUBBARD - WARDS 1-3",27,29,0,
"TOWN OF HUSTISFORD TOWN OF HUSTISFORD - WARDS 1-3",72,115,0,
"TOWN OF LEBANON TOWN OF LEBANON - WARDS 1-2",77,113,0,
"TOWN OF LEROY TOWN OF LEROY - WARDS 1-2",40,39,0,
"TOWN OF LOMIRA TOWN OF LOMIRA - WARDS 1-2",13,26,0,
"TOWN OF LOWELL TOWN OF LOWELL - WARDS 1-2",20,17,0,
"TOWN OF OAK GROVE TOWN OF OAK GROVE - WARDS 1-3",16,21,1,
"TOWN OF PORTLAND TOWN OF PORTLAND - WARDS 1-2",18,36,0,
"TOWN OF RUBICON TOWN OF RUBICON - WARDS 1-3",25,15,0,
"TOWN OF SHIELDS TOWN OF SHIELDS",44,41,1,
"TOWN OF THERESA TOWN OF THERESA - WARDS 1-2",18,29,1,
"TOWN OF TRENTON TOWN OF TRENTON - WARDS 1-3",16,24,0,
"TOWN OF WESTFORD TOWN OF WESTFORD - WARDS 1-2",35,32,0,
"TOWN OF WILLIAMSTOWN TOWN OF WILLIAMSTOWN",25,37,0,
"VILLAGE OF BROWNSVILLE VILLAGE OF BROWNSVILLE",20,12,0,
"VILLAGE OF CLYMAN VILLAGE OF CLYMAN",7,25,0,
"VILLAGE OF HUSTISFORD VILLAGE OF HUSTISFORD - WARDS 1-2",12,17,0,
"VILLAGE OF IRON RIDGE VILLAGE OF IRON RIDGE",47,91,0,
```

Uploading a CSV File

1. First, you must create the CSV file. You may download a file from the Canvass System which will give you the candidates and reporting units for one contest, and then paste the results into that file to create a CSV. You may also upload a TXT file first, and convert those raw numbers into a CSV file with contests and reporting units listed. The file should be saved on your local computer.

If you are uploading a converted TXT file, you may upload results for multiple contests at once. If you are uploading a CSV file you created yourself, you may only upload results for one contest at a time.

2. Log in to the Canvass System and select the correct election under **Elections**.

3. Click on the name of your county in the **County** column.

4. Click the **Browse** button in the upper right. That will open the **Choose file** screen displayed below.

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D$** in this example). A USB Flash drive might be labeled **E$**.

6. Click on the correct file. It will appear in the **File name** field.

7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.

8. Click the **Upload** button.

9. You should see a message that **The results from the uploaded file saved successfully**. The contest(s) in the CSV file should have results appear in the lower grid.

10. Repeat the steps above with additional files if necessary. When all contests have results, you should spot check your totals and a few reporting units. If your numbers look correct, click **Save**. You can move on to the <u>Verification and Certification of Results</u> section.

HOME > 2009 SPRING ELECTION (4/7/2009) > OZAUKEE   Status Code Legend

| State | County | Municipality |

Upload: [   ] [Browse...] [Upload]

Election: 2009 SPRING ELECTION (4/7/2009)
County: OZAUKEE
Status: In Process
Result Set: Original

Contests 1 of 4

< [State Superintendent of Public Instruction ▼] >

[Save] [Save & Next]   **Download**
The results from the uploaded file saved successfully.   Result Set: [Original ▼]

Reporting Unit	ROSE FERNANDEZ (NP)	TONY EVERS (NP)	SCATTERING
Total	8,956	6,086	17
TOWN OF BELGIUM Wards 1 - 3	151	81	0
TOWN OF CEDARBURG Wards 1, 2 & 10	180	99	0
TOWN OF CEDARBURG Wards 3 & 4	184	97	0
TOWN OF CEDARBURG Wards 5 & 6	239	125	0

Fill in the missing zeros

There is a new method clerks can use to fill in zeros for candidates (like registered write-ins) that aren't uploaded, or have been missed.

1. First you will click **Verify**.

Total (2)		Not Processed (0)	In-Process (2)	Veri
Action	**County**	**Current Status**		**Comments**
Verify	DANE	In Process		

2. You will see the notice "**Incomplete results.**" at the top of the screen. You will click the **View Empty Results** link.

Incomplete results.
View Empty Results
Election: 2010 PARTISAN PRIMARY
County: DANE
Current Status: In Process

Comments:

Verify | Cancel

3. Any empty fields will be identified by the name of the **Reporting Unit** and the **Candidate Name**. Once you have looked through the list and verified that all of these entries should be zero, you may click the **Zero Out Results** button. Note that you may still update those candidate numbers after you enter zeros this way.

The following empty results will be set to zero:

Reporting Unit	Candidate Name
CITY OF EDGERTON Ward 7	CARLO ESQUEDA (DEM)
CITY OF EDGERTON Ward 7	DAVID J MAHONEY (DEM)
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING

Zero Out Results | Cancel

4. The number of empty results set to 0 will be displayed at the top of the screen. Usually, you will click **Cancel**, because your Canvass Board has not yet approved the results. If your results have already been approved, you may click **Verify**.

63 empty results set to 0
Election: 2010 PARTISAN PRIMARY
County: DANE
Current Status: In Process

Comments:

Verify | Cancel

Verification and Certification of Results

After you have entered or uploaded your results, follow the directions below to verify your canvass numbers. These rules must be followed for state and federal-level offices. For county-level offices, you may choose whether or not to use the G.A.B. Canvass System.

1) When you have completed the entry of election results, you may print the Canvass Report – GAB 106. This will give a tabular statement of all votes cast for each contest of candidate, along with a summary sheet of vote totals. The canvassing board can use this report to verify vote totals and make adjustments. **You MAY NOT use the Canvass Report – GAB 106 to report results to the G.A.B**.

2) Once all necessary amendments have been made, click the **Verify** option in the Canvass System, and print the Federal/State Office Certification Report for G.A.B. for your Board of Canvassers to sign. Please note: **You MUST report results to the G.A.B. using the Federal/State Office Certification Report for G.A.B.**

3) Once it is signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at wired@seb.state.wi.us.

4) Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.

5) Keep a copy of the Canvass Report – GAB 106 (or the Election Night Call-In Sheet (Worksheet with Totals), if your canvass board reviewed results by reporting unit, instead of by contest) and retain with your copy of the Summary Statement and Certification.

The Canvass Report – GAB 106

The Canvass Report – GAB 106 report is meant to provide canvassing boards a breakdown of vote totals by contest and candidate. It can be used by your canvassing board to verify vote totals before you officially verify them in the system. You may also use this report to certify county-level and municipal-level offices, using the signature space on the last page. **This report cannot be used to certify state or federal-level offices, so there will be no signature area when you print the report for those offices. To certify results to the G.A.B., you must use the Federal/State Office Certification Report for G.A.B.**

1. Click on **Reports**.

2. Select the **Canvass Report.**
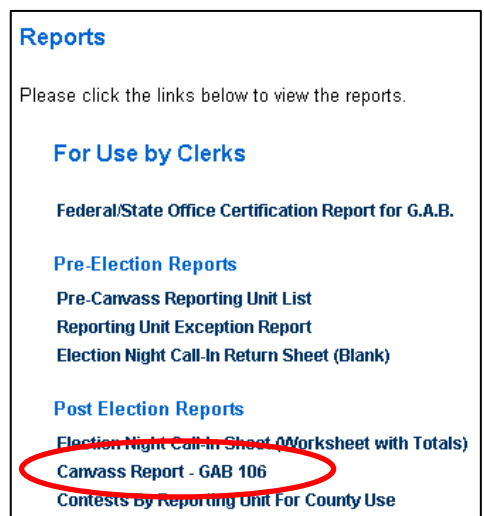
3. Select the correct election from the **Election** drop-down list.

4. Select the jurisdiction level from the **Jurisdiction** drop-down.

5. Select the **County**.

6. Select the desired contest(s) from the **Election Contest** list. In the example, the user has selected **ALL**.

7. Select the correct **Election Result Set**. You may choose between **Original**, **Military Amendment**, and **Recount**.

8. Click the **View Report** button.

A sample of the report is shown. The report begins with a list of each contest, followed by the number of votes each candidate received in each reporting unit. The report is concluded by a summary statement showing the total votes for each candidate.

9. Print or export the report, and provide copies to your canvassing board. See the Print or Export a Report section of this chapter if you need help.

10. As the canvassing board reviews results, make corrections on this report, or enter them directly into the canvassing system. When all results are correct, proceed to the next section to **Verify** your results.

*If you choose **County** or **Municipality** from the **Jurisdiction** dropdown list, you will see a certification section at the end of the report. You may use this report to certify county-level and municipality-level contests only.*

FOR INTERNAL USE ONLY - not to be used as G.A.B. Certification

JUSTICE OF THE SUPREME COURT

LANGLADE COUNTY

2011 SPRING ELECTION
4/5/2011

Municipality Reporting Unit		DAVID T. PROSSER, JR.	JOANNE F. KLOPPENBURG	SCATTERING
TOWN OF ACKLEY	Ward 1	0	0	0
TOWN OF AINSWORTH	Ward 1	0	0	0
TOWN OF ANTIGO	Wards 1 & 2	0	0	0
TOWN OF ELCHO	Wards 1 - 3	0	0	0
TOWN OF EVERGREEN	Ward 1	0	0	0
TOWN OF LANGLADE	Wards 1 & 2	0	0	0

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SUMMARY STATEMENT OF THE BOARD OF CANVASSERS

The total number of votes cast for the **Governor/Lieutenant Governor** was **7,325**

of which

TOM BARRETT/TOM NELSON	received	2,754
SCOTT WALKER/REBECCA KLEEFISCH	received	4,481
No Candidate/TERRY VIRGIL	received	32
JAMES JAMES/No Candidate	received	25
JIM LANGER/No Candidate	received	30
LESLIE ERVIN SMETAK/DAVID MYRON SMETAK (WRITE-IN)	received	0
PATRICIA MESSICCI/No Candidate (WRITE-IN)	received	0
HARI TRIVEDI/No Candidate (WRITE-IN)	received	0
SCATTERING	received	3

The total number of votes cast for the **Attorney General** was **7,200**

of which

SCOTT HASSETT	received	2,356
J.B. VAN HOLLEN	received	4,841

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for LANGLADE County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the LANGLADE County Clerk.

We further determine and certify that the following person received the greatest number of votes for the respective office for which each was a candidate on 11/2/2010.

OFFICE	HIGHEST CANDIDATE
LANGLADE COUNTY SHERIFF (CO34)	WILLIAM E GREENING
LANGLADE COUNTY CORONER (CO34)	LARRY E SHADICK
LANG COUNTY CLERK OF COURTS (CO34)	MARILYN ANN BARANIAK
Should Wis Constitution be amended to prohibit tra	YES

BOARD OF CANVASSERS

(1)_____   (2)_____

(3)_____

(Date) Saturday, April 02, 2011

The Election Night Call-In Sheet (Worksheet with Totals)

(Optional) If your canvassing board would like to review results organized by reporting unit, instead of by contest, you may choose to print the Election Night Call-In Sheet (Worksheet with Totals) report. You may also export this report if you wish to post your election results online in a format that is organized by reporting unit.

1. Click on **Reports**.

2. Click on **Election Night Call-in Sheet (Worksheet with Totals)**.

3. Select the correct election from the **Election** drop-down list.

4. Select the **County**.

5. In the **Reporting Unit** drop-down list, select a reporting unit. You may select **ALL** if you wish.

6. Select the correct **Result Set**. You may choose from **Original**, **Military Amendment**, and **Recount**.

7. Click the **View Report** button.

8. A sample of the report is shown. It is designed so you may verify results for each reporting unit before moving on to the next reporting unit's results.

9. If your canvassing board is reviewing results by reporting unit, print or export the report, and provide copies to your canvassing board. See the Print or Export a Report section of this chapter if you need help.

10. As the canvassing board reviews results, make corrections on this report, or enter them directly into the canvassing system. When all results are correct, proceed to the next section to **Verify** your results.

Verification

1. When you have entered all state level election results and saved, and your canvassing board has verified those numbers, return to the Election screen. Under the **Action** column, you will now see the option to **Verify** your results. Click **Verify**. This will alert the G.A.B that your canvass is ready for review, and allow you to print the <u>Federal/State Office Certification Report for G.A.B.</u> that you must send in to the state. The **Verify** option is visible only to county-level users (or municipality-level users for **Municipal** offices).

HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION (11/4/2008)

State	County	Municipality

Total (1)		Not Processed (0)	In-Process (1)	
Action	**County**	**Current Status**		**Comme**
Verify	ROCK	In Process		

   a. In the **Comments** field, enter information about the canvass verification. Note that the username and date are saved automatically, so you are not required to enter those details.

   b. Click **Verify**.

Election: 2008 PRESIDENTIAL AND GENERAL ELECTION
County: ROCK
Current Status: In Process

Comments: No Military Amendment

Verify   Cancel

💡 *Once you have clicked **Verify**, you will be unable to change your canvass results. If you find an error in a state level contest, you must contact the G.A.B. and get them to reject the results.*

2. After the results have been verified, the **Certify/Reject** option will be available to the correct users. For state-level offices, only state-level users will be able to **Certify/Reject** results. County-level users can **Certify/Reject** county-level offices, and municipal-level users can **Certify/Reject** municipal-level offices.

HOME > 2009 SPRING ELECTION (4/7/2009)

State	County	Municipality

Total (1)		Not Processed (0)	In-Process (0)	
Action	**County**	**Current Status**		**Com**
Certify/Reject	GRANT	Verified		

The Federal/State Office Certification Report for the G.A.B.

💡 *Before running this report, final data should be entered into the Canvass System. You may not print the Federal/State Office Certification Report for G.A.B. before you verify results. This is only a certification report and does not show vote totals for individual reporting units. If you need a report to help you verify vote totals, you should print the Canvass Report – GAB 106 or the Election Night Call-In Sheet (Worksheet with Totals).* **Only the Federal/State Office Certification Report for the G.A.B. will be accepted by the state as certification of your canvass results.**

💡 *Once you **Verify** your results, you may also print this report from the data entry screen by clicking the **Certification Report** link. However, from that screen, you may only print the **Certification Report** for one **Contest** at a time. You may print the certification for all contests using the directions below.*

Election:	2009 SPRING ELECTION (4/7/2009)
County:	MARQUETTE
Status:	Certified
Result Set:	Original

Contests 1 of 2

< State Superintendent of Public Instruction ▼ > Allow ReCount

Save   Save & Next   **Certification Report**

1. From the Main Menu screen, click **Reports**.

2. Select the **Federal/State Office Certification Report for G.A.B.**

Home
Reports
Elections
2008 PRESIDENTIAL AND GENERAL ELECTION
2008 PARTISAN PRIMARY
Logoff

Reports

Please click the links below to view the reports.

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports
Pre-Canvass Reporting Unit List
Reporting Unit Exception Report
Election Night Call-In Return Sheet (Blank)

Post Election Reports
Election Night Call-In Sheet (Worksheet with Totals)
Canvass Report - GAB 106
Contests By Reporting Unit For County Use

Report Viewer - Microsoft Internet Explorer

Election:	2009 SPRING ELECTION	Jurisdiction:	Federal / State
County:	GRANT	Contest:	ALL
Election Result Set:	Original		

View Report

1 of 7   100%   Find | Next   Select a format ▼ Export

3. Select the correct election from the **Election** drop-down list.

4. Under **Jurisdiction**, select the level of contests you want to print out. You are required to print this report for **Federal/State** contests and submit it to the G.A.B. Canvassing for county-level and municipality-level contests is optional.

5. Select the correct county from the **County** drop-down list.

6. Select the **Contest**. In this example, we will choose **ALL**.

7. For the **Election Result Set**, choose between **Original**, **Military Amendment**, and **Recount** results.

8. Click the **View Report** button.

a. The **Summary Statement** section will display the total number of votes cast and the total each candidate received.

SUMMARY STATEMENT OF THE BOARD OF CANVASSERS

The total number of votes cast for the **State Superintendent of Public Instruction** was **6,682**

of which			
TONY EVERS	received	3,448
ROSE FERNANDEZ	received	3,234
SCATTERING	received	0

The total number of votes cast for the **JUSTICE OF THE SUPREME COURT - 2009-2019** was **165**

of which			
SHIRLEY ABRAHAMSON	received	110
RANDY KOSCHNICK	received	55
SCATTERING	received	0

The total number of votes cast for the **GRANT COUNTY CIRCUIT COURT JUDGE, BRANCH 2** was **437**

of which			
CRAIG DAY	received	273
GEORGE CURRY	received	164
SCATTERING	received	0

b. The **Certification of the Board of Canvassers** section will display the county and have places for the Board of Canvassers to sign. If a county user is certifying county-level offices, they will also see a section identifying the **Highest Candidate**.

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the board of Canvassers for GRANT County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the GRANT County Clerk.

BOARD OF CANVASSERS

(1)_____   (2)_____

(3)_____

(Date) Saturday, September 04, 2010

9. For federal and state offices, you must print this report out and have the Board of Canvassers sign it. Once it is signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at wired@seb.state.wi.us.

10. Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.

11. Keep a copy of the Canvass Report – GAB 106 (or the Election Night Call-In Sheet (Worksheet with Totals), if your canvass board reviewed results by reporting unit, instead of by contest) and retain with your copy of the Summary Statement and Certification from the Federal/State Office Certification Report for G.A.B.

See the Print or Export a Report section of this chapter for more details on how to print or export.

*If you canvass **County** or **Municipal** level offices using the Canvass System, you may use the Canvass Report – GAB 106 report to certify your results, since it includes a certification statement for county and municipal-level offices. **You may NOT use the Canvass Report – GAB 106 to certify state or federal-level offices.***

Certification

1. Before certifying the results, the state user must confirm that the date and time the Federal/State Office Certification Report for G.A.B. was printed is after the date and time any updates were made to the results. County and municipal level users can also use the Canvass Summary – GAB 106 report to certify their results.

    a. Check the **date/time** at the bottom of the Federal/State Office Certification Report for G.A.B.

    b. Click the **Diary Icon** on the right side of the screen.

    c. Confirm that the date and time the Federal/State Office Certification Report for G.A.B. was printed is after the last update made to the results. **Results Verified** cannot be dated after the Federal/State Office Certification Report for G.A.B. was printed.

    > Report Generated - 9/4/2010 11:06:47 PM

    > Certified (1)
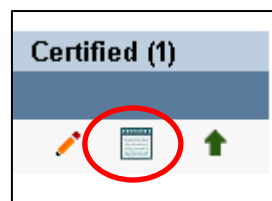
    Diary

    Election: 2009 SPRING ELECTION
    County: GRANT

Details	Comments	User Name	Date
Results Verified		Victoria Bibolar	9/3/2010 2:51:25 PM
Results Updated		Victoria Bibolar	9/1/2010 11:33:46 AM
Results Updated		Victoria Bibolar	9/1/2010 11:33:01 AM

2. If the results are correct and can be certified, click **Certify/Reject**.

    a. In the **Comments** field, enter information about the certification. Note that the username and date are saved automatically, so you are not required to enter those details.

    b. Click **Certify**.

    > **Election:** 2009 SPRING ELECTION
    > **County:** DODGE
    > **Current Status:** Verified
    >
    > **Comments:** Certified - DL
    >
    > Certify   Reject   Cancel

3. If the results are incorrect, click **Certify/Reject**.

    a. In the **Comments** field, enter details about why the results were rejected and the user rejecting the results.

    b. Click **Reject**.

4. When results are rejected, the county (or for municipal-level offices, the municipality) will be able to change their canvass. When results are corrected, users must click **Verify** again.

Post-Election Reports

After all data has been entered, you may print or export a variety of reports from the Canvass System.

Contests By Reporting Unit For County Use

You can use this report to get a list of vote totals for each candidate or referendum, and then export results to an Excel spreadsheet. You can alter that spreadsheet as necessary before posting the results to your website. You may also use this report before Election Day to verify that all of the contests and candidates are correctly entered into SVRS.

1. Click on **Reports**.

2. Click on **Contests By Reporting Unit for County Use**.

3. Select the correct election from the **Election** drop-down list.

4. Select the correct **Jurisdiction Type**.

5. Select the **County**.

6. In **Election Contest**, select **ALL**.

7. In the **Election Results Set** drop-down, select **Original**, **Military Amendment,** or **Recount**.

8. Click the **View Report** button. Note you may have to expand your screen or use the scroll bar at the bottom of the screen to see the **View Report** button.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

If you are running this report before Election Day to verify your contests and candidates, check that each contest is listed and all candidates' names are listed and spelled correctly. If changes need to be made, you will have to change the contests and candidates in SVRS. See the Election Setup chapter for more information. After you have made your changes, you can wait overnight for the data to be refreshed in the Canvass System. If you need the data refreshed immediately, contact the G.A.B. Help Desk.

The Canvass Results Report

The Canvass Results Report is meant to provide state-level users a summary of the canvass results for each office. **This report will only be available for state-level offices.**

1. From the main menu, click on **Reports**.

2. Select the **Canvass Results Report.**

3. Select the correct election from the **Election** drop-down list.

4. Select the jurisdiction level from the **Jurisdiction** drop-down.

5. Click the **View Report** button.

A sample of the report is shown above. For each contest, the report displays the total number of votes casts, and the number of votes cast for each candidate. The winner is labeled. Note that this report only shows state and federal-level contests – you cannot use this report at the county or municipal level.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

The Ward by Ward Report

The Ward by Ward Report provides state-level users a summary of the canvass results from all counties broken down by individual reporting units. **This report will only be available for state-level offices**.

1. Click on **Reports**.

2. Select **Ward by Ward Report.**

3. Select the correct election from the **Election** drop-down list.

4. Select the correct **Election Result Set**. You may choose between **Original**, **Military Amendment**, and **Recount**.

5. From the **Type** dropdown list, you may select **Election Contest** to see a list of individual contests (like **Columbia County Circuit Court Judge, Branch 2**) that you may choose to display on the report. Select **Office Type** to choose from a list of office types (like all **Circuit Court Judge** races) to display on the report.

6. Expand the **Office Type or Election Contest** dropdown list and check off the individual offices or office types you wish to display on the report. You may check one contest, multiple contests, or all contests as desired.

7. Click the **View Report** button.

    A sample of the report is shown above. Note that for this statewide contest, each contest and candidate is given vote totals for each reporting unit, then for the county.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

The County by County Report

The County by County Report provides state-level users a summary of the canvass results from all counties. **This report will only be available for state-level offices**.

1. Click on **Reports**.

2. Select **County by County Report.**

3. Select the correct election from the **Election** drop-down list.

4. Select the correct **Election Result Set**. You may choose between **Original**, **Military Amendment**, and **Recount**.

5. From the **Type** dropdown list, you may select **Election Contest** to see a list of individual contests (like **Columbia County Circuit Court Judge, Branch 2**) that you may choose to display on the report. Select **Office Type** to choose from a list of office types (like all **Circuit Court Judge** races) to display on the report.

6. Expand the **Office Type or Election Contest** dropdown list and check off the individual offices or office types you wish to display on the report.

7. Click the **View Report** button.

A sample of the report is shown above. Note that for this statewide contest, each contest and candidate is given vote totals for each county.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

Contests By Reporting Unit for State Use

The Contests By Reporting Unit for State Use report provides state-level users a list of vote totals by contest, candidate, and reporting unit. Contests and candidates are listed horizontally, and reporting units are listed vertically.

1. Click on **Reports**.

2. Select **Canvass Result Report.**

3. Select the correct election from the **Election** drop-down list.

4. Select the jurisdiction level from the **Jurisdiction** drop-down.

5. Select the **County**. You may select one county, multiple counties, or all counties.

6. Select the **Election Contest**. You may select one contest, or **All**.

7. Select the correct **Election Result Set**. You may choose between **Original**, **Military Amendment**, and **Recount**.

8. Click the **View Report** button.

A sample of the report is shown above.

You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.
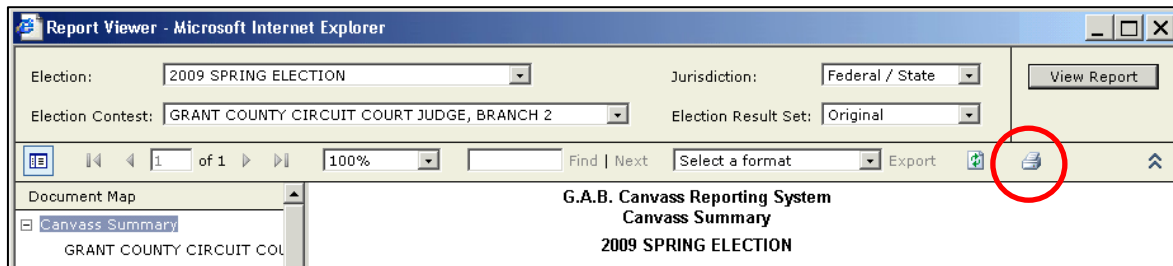
Print or Export a Report

All reports can be printed or exported from the Canvass System, and all reports work the same way. This section shows how to print and export a sample report.

1. Follow the directions for the specific report to display a preview of that report.

2. To **Print** the report:

    a. Click on the **Printer Icon** displayed on the menu bar above the text of the report.

    b. In the **Name** drop-down, select the desired printer.

    c. You may choose to print **All** pages, or just selected page numbers. Also, you may choose to print one or more copies.
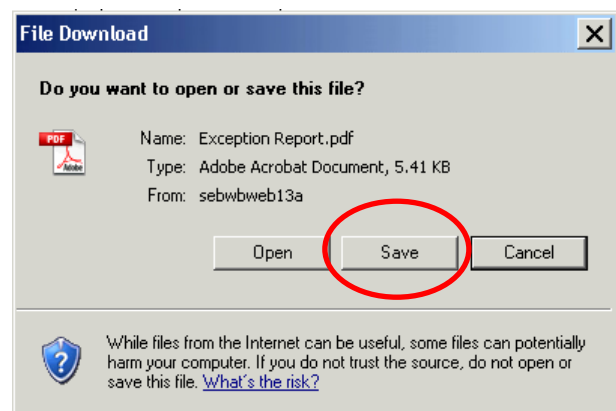
    d. Click **OK** when you are finished.
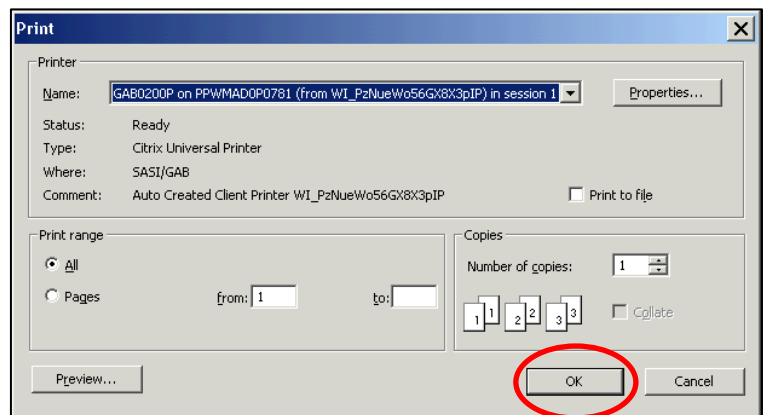
3. To **Export** the report:

    a. In the **Select a format** drop-down list, pick a file type (usually **Acrobat (PDF) file** or **Excel**.)

   b. Click **Export**.
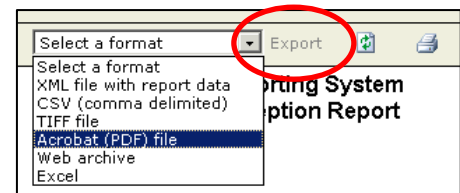
    c. You will see the **File Download** dialog box. Click **Save** to export your file.

*You may choose to **Open** this report and view it immediately. However, the file will open in an Excel Viewer or Acrobat Viewer and will be read-only. You will not be able to save it.*

d. The **Save As** dialog box will appear.

    i. Click the drive that you wish to save the file to. Here, the **C$ on Client (V:)** is selected, meaning the file will paste to the C: drive on the user's computer. You may also select a CD drive (usually the **D$** drive) or a USB Flash drive (which may be listed under **E$** or some other drive.

    ii. In the **File name** field, you may rename the file, or leave the name as is.

    iii. Click the **Save** button.
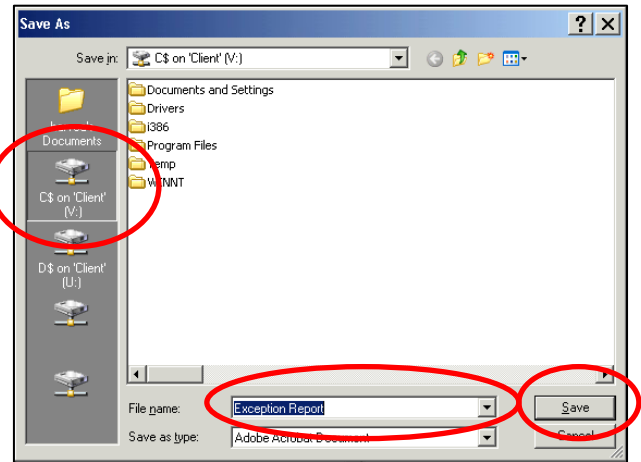
e. When the file has been exported, you will see the **Download Complete** dialog box.

    i. If you wish to view the file immediately, click **Open**.

    ii. Otherwise, click **Close**. The file will be saved on the drive you selected.
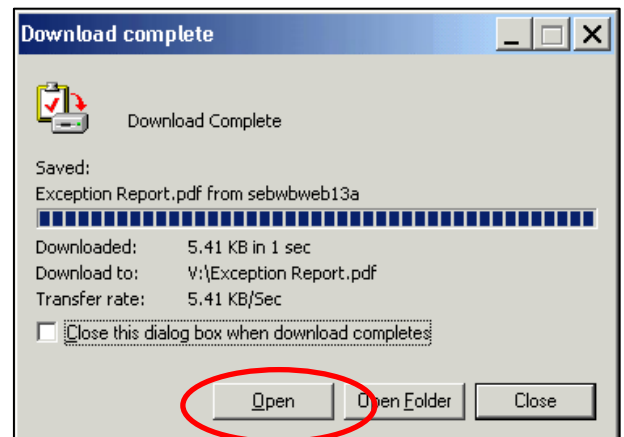
A sample of a file is shown to the right. Please note that when you export a report to an Excel file, the **Document map** portion of the document may end up as a separate worksheet. You must click **Sheet 1** (or other sheets) to see the main body of the document.
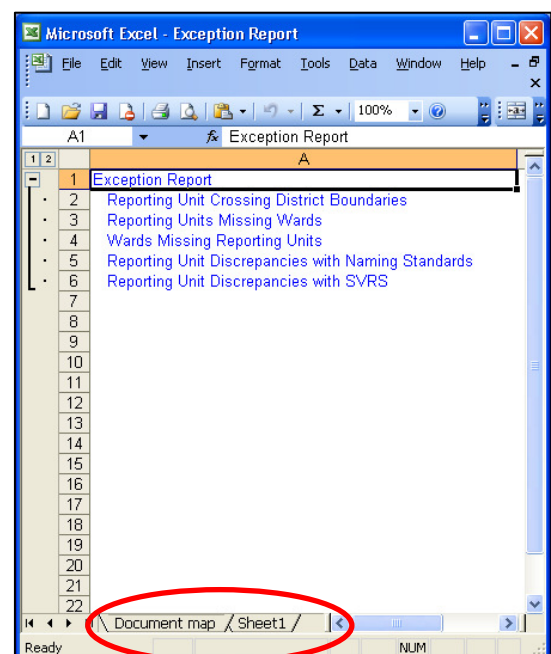
Add a Military Amendment or Recount Results Set

After the original canvass results have been certified, another results set may have to be created for Military Amendment, to count votes from Military voters who are allowed to return their ballots after Election Day. If there is a Recount, another result set will have to be created to record any changes found when the votes are recounted.

1. To create a **Military Amendment** results set:

   a. First, all of the canvass results for that election must be entered, verified, and certified.

   b. For state-level contests, only the state will be able to create the **Military Amendment** results set. For county and municipal-level contests, the county or municipality may initiate the **Military Amendment** process.

   c. When the original results are certified, the words **Allow Military Amendment** will appear in the election above the status bar. Click **Allow Military Amendment**.

   d. When the **Military Amendment** dialog box appears, enter any necessary comments in the **Comments** field and click the **Military Amendment** button.

   e. In the data entry screen under each county, the **Results Set** will now show **Military Amendment** and **Original**.

   f. The **Original** results will be locked and ineditable.

   g. The **Military Amendment** results will be filled in with the **Original** results that were certified. You may enter changes manually or upload a new file. Follow the same steps you did for the original canvass to enter results, verify, and certify your **Military Amendment** results.

2. To add a **Recount** results set:

a. First, all of the canvass results for that election must be entered, verified, and certified, including any **Military Amendment**.

b. For state-level contests, only the state will be able to create the **Recount** results set. For county and municipal-level contests, the county or municipality may initiate the **Recount** process.

c. When the original results are certified, the words **Allow ReCount** will appear in the data entry screen next to each contest. If you have a recount for more than one office, you will click **Allow ReCount** for each contest. State-level users may initiate this process from any county, and it will create a **Recount** results set for all counties in the district being recounted.

Election:	2009 SPRING ELECTION (4/7/2009)
County:	GRANT
Status:	Certified
Result Set:	Original

Contests 1 of 3

< | State Superintendent of Public Instruction | > **Allow ReCount**

Save | Save & Next | **Certification Report**

d. The **Contest ReCount** screen will appear. Enter any desired comments in the **Comments** field and click the **ReCount** button.

Contest ReCount:

Election: 2009 SPRING ELECTION
Jurisdiction: State
Contest: State Superintendent of Public Instruction

Comments:

ReCount | Cancel

e. In the data entry screen under each county, the **Results Set** will now show **Recount** and **Original**. **Military Amendment** may be displayed as well.

f. The **Original** results will be locked and ineditable.

g. The **Recount** results will be filled in with the **Original** results that were certified. You may enter changes manually or upload a new file. Follow the same steps you did for the original canvass to enter results, verify, and certify your **Recount** results.

Election:	2009 SPRING ELECTION (4/7/2009)
County:	MARQUETTE
Status:	Certified
Result Set:	Original

8 | 26 | 0
39 | 66 | 0

Contests 1 of 2

< | State Superintendent of Public Instruction | >

Save | Save & Next | **Certification Report**

Result Set: Recount
Recount
Military Amendment
Original

Reporting Unit	ROSE FERNANDEZ (NP)	TONY EVERS (NP)	
Total	1,055		
TOWN OF BUFFALO Wards 1 & 2		8	26	0
TOWN OF CRYSTAL LAKE Ward 1		39	66	0